

# Women-Owned Small Business (WOSB) Program – Required Documents

## 1. Self-Certification:

A business concern may self-certify as a WOSB or EDWOSB in [certify.sba.gov](https://certify.sba.gov). In order to do so, a business concern [https://certify.sba.gov/](https://certify.sba.gov) must have an active [SAM](#) registration; complete the WOSB or EDWOSB Certification in [certify.sba.gov](https://certify.sba.gov); and have the following:

### **Limited Liability Companies (LLC)**

- ✓ Birth certificates, naturalization papers, or unexpired passports for owners who are women
- ✓ Articles of organization (also referred to as certificate of organization, or articles of formation) and any amendments
- ✓ Operating agreement and any amendments
- ✓ Joint venture agreement, if applicable
- ✓ Assumed/Fictitious name certificate (doing business as or dba), if applicable

### **Corporations:**

- ✓ Birth certificates, naturalization papers, or unexpired passports for owners who are women
- ✓ Articles of incorporation and any amendments
- ✓ By-laws and any amendments
- ✓ All issued stock certificates, including the front and back copies signed in accordance with the by-laws (this also applies to all cancelled stock certificates)
- ✓ Stock ledger
- ✓ Voting agreements, if any
- ✓ Joint venture agreement, if applicable
- ✓ Assumed/Fictitious name certificate (doing business as or dba), if applicable

### **Partnerships:**

- ✓ Birth certificates, naturalization papers, or unexpired passports for the owners of the concern in the agreement designated as the WOSB
- ✓ Partnership agreement and any amendments
- ✓ Joint venture agreement, if applicable
- ✓ Assumed/Fictitious name certificate (doing business as or dba), if applicable

### **Sole Proprietorships:**

- ✓ Birth certificates, naturalization papers, or unexpired passports for owners who are women
- ✓ Assumed/Fictitious name certificate (doing business as or dba)

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### **EDWOSB--Economically Disadvantaged Woman-Owned Small Business**

***Note:** If the woman owner of a business concern wants to claim economic disadvantage and qualify for an EDWOSB, the concern shall complete in [certify.sba.gov](https://certify.sba.gov) the EDWOSB Certification that includes a personal financial statement and upload the required documents listed on page 1. Furthermore, it is required to upload the following documents to [certify.sba.gov](https://certify.sba.gov).*

- ✓ Three most recent personal income tax returns including W-2's and all schedules for each woman claiming economic disadvantage and such woman's spouse (unless they are legally separated)
- ✓ IRS Form 4506-T, Request for Tax Transcript-from you and your spouse (if applicable)

\*13 CFR § 127.402 *Request for Information:* SBA has the authority to request documentations and information related to the concern's EDWOSB or WOSB eligibility. These documents will include those submitted under § 127.300 and any other pertinent documentation to verify eligibility, including but not limited to documents submitted by a concern in connection with any WOSB or EDWOSB certification.

In other words, SBA may request spouse's resume or financial documents (if a woman is claiming economic disadvantage), and a separation or divorce agreement.

**Definition:** The Code of Federal Regulations (CFR) is the codification of general and permanent rules and regulations (sometimes called administrative law) published in the Federal Register by the executive departments and agencies of the federal government of the United States. The electronic copy of the **CFR** is available at <http://www.ecfr.gov>

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## 2. Third Party Certification:

A business may obtain a WOSB or EDWOSB certification from a third party certifier. SBA approved four (4) third party certifying organizations to assist with the implementation of SBA's WOSB Federal Contracting Program.

The organizations are:

- El Paso Hispanic Chamber of Commerce (El Paso)
- National Women Business Owners Corporation (NWBOC)
- U.S. Women's Chamber of Commerce (USWCC)
- Women's Business Enterprise National Council (WBENC) – WOSB only

**When a concern is certified as a WOSB or EDWOSB by one of the four organizations, it must complete the WOSB/EDWOSB Certification in [certify.sba.gov](https://certify.sba.gov) and upload the following documents into [certify.sba.gov](https://certify.sba.gov). 13 CFR § 127.300(d)**

- ✓ Current certificate (displaying WOSB/EDWOSB certification and effective date)
- ✓ Joint venture agreement, if applicable

**Note: The WOSB Program is accepting WOSB or EDOWSB certification only from the above-referenced third party certifiers. No exceptions will be granted including certifications from the U.S. Department of Transportation (DOT) Disadvantage Business Enterprise (DBE) Program.**

**\*\* Applicants may submit the 8(a) certification to demonstrate their eligibility for an EDWOSB. Given that the 8(a) Business Development (BD) Program and the WOSB Program apply the same criteria to determine the economic disadvantage status of an applicant, active 8(a) BD Program participants are not required to upload the financial documents in order to self-certify as an EDWOSB. Nevertheless, certified 8(a) firms are still required to complete the EDWOSB Certification in [certify.sba.gov](https://certify.sba.gov) and upload the following documents:**

- ✓ 8(a) acceptance letter
- ✓ Most recent annual review letter
- ✓ Joint venture agreement, if applicable

The annual review letter refers to the SBA-issued letter stating an applicant is eligible to continue to participate in the 8(a) BD Program. Firms are required to upload the annual review letter for the most recent review period every year.

For more information on [certify.sba.gov](https://certify.sba.gov), please review the Help page: [https://certify.sba.gov/help\\_pages](https://certify.sba.gov/help_pages).

For more information on the WOSB Program, please visit [www.sba.gov/wosb](https://www.sba.gov/wosb).